



# ***Manager's Report***

***For Council Meeting 11/13/02***

## **FINANCE**

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
AMSA Inc	1706 Fairleigh Ct NE	Lunch Truck
Brunelli Home Accents Inc	241 Ft Evans Rd NE #1649	Home Furnishings
Capitol Air Duct Service	441 Sparkleberry Ter NE	Air Duct Cleaning
Catoctin Sports LLC (new owner)	38-A Catoctin Cr SE	Sporting Goods
Firethorn Communications LLC	1106 Franklin Ct SW	Consulting
Interior Expressions	1336 Moore Pl SW	Home Decorating
IS4DOC	207 Paddock Ct NW	Medical Claims
LDM Consulting Services	302 Gaines Ct SW	Consulting
Papa John's Pizza # 1999	525 E Market St Suite 1	Pizza (new owner)
Peak Impressions	147 Spencer Ter SE	Desktop Publishing
Sixma's Remodeling & Masonry	410 Madison Ct SE	Laborer
Spectrum Services	142 Burnell Pl SE	Cleaning Services
Tom Hampton Enterprises	36-3 Ft Evans Rd NE #11	Retail – Mail Order

## **HUMAN RESOURCES**

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

New Hires and Terminations for the Period October 19 through November 8, 2002:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
George Borkovic	Utility Plant Operator Trainee	Water Pollution Control

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Scott Rodrick	Maintenance Worker I	Streets
Bradley Wilt	Maintenance Worker I	Streets

## **TRAINING**

Fleet Maintenance employees add to their skills:

In September, Huntley Pearson attended a two-day training course in Warrenton led by Snap-On Tools to enhance his knowledge of heavy-duty vehicle computer systems. In October, Brian Tribby; Asst. Superintendent; Tim Mabe, Lead Mechanic; and Jeff Black, Automotive Technician attended a two-day training course in Dunn, North Carolina at Godwin Manufacturing on hydraulic repair and testing of systems used on all town dump trucks.

**Loudoun Hospital Mobile Health Unit - Flu Shots:**

The Town of Leesburg offered all employees the opportunity to receive their flu shot on Monday, November 4. The Loudoun Hospital Mobile Health Unit started at the Maintenance Facility at 7:30 AM and then traveled to the Town Government Center administering 132 shots all before noon.

**PLANNING AND ZONING****CURRENT PLANNING DIVISION ACTIVITY****Plans accepted for review during the period October 16, 2002 – November 4, 2002**

- Tavistock Farms, Sections 15, 16 & 17 (Multifamily & Commercial), Final Development Plan, 1<sup>st</sup> Submission (DP 2000-07)
- Loudoun Memorial Hospital No Adverse Impact Certification Plan, 1<sup>st</sup> Submission
- Loudoun Memorial Hospital No Adverse Impact Certification Plan, 2<sup>nd</sup> Submission
- Patriot Office Park P/F Development Plan, 1<sup>st</sup> Submission (DP 2002-20)
- Loudoun County Rescue Squad @ Catoctin Circle Building Addition Waterline Easement Plat, 1<sup>st</sup> Submission
- Potomac Crossing, Section 7B Minor Subdivision Plat, 2<sup>nd</sup> Submission
- Quarterly Development Report Update, 3rd Quarter 2002
- Woodlea Manor, Phase 1 Easement Vacation Plat, 1<sup>st</sup> Submission
- Potomac Crossing Community Park Request for P/F Development Plan Authorization, 1<sup>st</sup> Submission Revised
- Leesburg Country Club, Section 4, Lot 248 & Section 5, Lot 5B (Chapman Property) Boundary Line Adjustment, Signature Sets
- Leesburg Autobody (Cardinal Industrial Park, Lot 4) Request for P/F Development Plan Authorization, 1<sup>st</sup> Submission
- Reid Elementary & Smarts Mill Middle School P/F Development Plan, 2<sup>nd</sup> Submission (DP 2002-15)
- Reid Elementary & Smarts Mill Middle School Drainage Easement Plat, 2<sup>nd</sup> Submission
- Reid Elementary & Smarts Mill Middle School Trail Easement Plat, 2<sup>nd</sup> Submission
- Reid Elementary & Smarts Mill Middle School Water and Sewer Easement Plat, 2<sup>nd</sup> Submission
- Georgetown Mews Off-Site Sanitary Sewer Landscape Plan, 1<sup>st</sup> Submission
- Loudoun County Rescue Squad @ Catoctin Circle Building Addition P/F Development Plan, 3<sup>rd</sup> Submission (DP 2002-11)
- Tollhouse Center Office Building P/F Development Plan
- Stone House @ Harper Park P/F Development Plan, 2<sup>nd</sup> Submission (DP 2002-23)
- Kincaid Forest, Section 4B Waterline Vacation Easement Plat & Deed, 1<sup>st</sup> Submission
- Land Development Fee Internal Information Request

**Plans reviewed during the period October 16, 2002 – November 4, 2002**

- Tavistock Farms Goddard Daycare P/F Development Plan, 1<sup>st</sup> Submission (DP 2002-18)
- Johnston Property Subdivision Preliminary Subdivision Plat, 1<sup>st</sup> Submission
- Potomac Station Retail (Parcel B) Final Development Plan, 2<sup>nd</sup> Submission (DP 2000-13)
- Edwards Landing, Phase 3 Final Plat, Signature Sets
- Potomac Crossing Community Park Request for P/F Development Plan Authorization, 1<sup>st</sup> Submission

- Potomac Crossing Community Park Request for P/F Development Plan Authorization, 1<sup>st</sup> Submission Revised
- Edwards Landing (Recreation Center) Final Development Plan, 3<sup>rd</sup> Submission (DP 2001-10)
- Loudoun County Rescue Squad @ Catoctin Circle Building Addition Waterline Easement Plat, 1<sup>st</sup> Submission
- Leesburg Station Carwash P/F Development Plan, 1<sup>st</sup> Submission (DP 2002-22)
- Land Development Fee Internal Information Request
- Loudoun Memorial Hospital No Adverse Impact Certification Plan, 1<sup>st</sup> Submission
- Potomac Crossing, Section 7B Minor Subdivision Plat, 2<sup>nd</sup> Submission
- Georgetown Mews Off-Site Sanitary Sewer Landscape Plan, 1<sup>st</sup> Submission
- Woodlea Manor, Phase 1 Easement Vacation Plat, 1<sup>st</sup> Submission
- Reid Elementary & Smarts Mill Middle School P/F Development Plan, 2<sup>nd</sup> Submission (DP 2002-15)

## **COMPREHENSIVE PLANNING**

### **Special Exceptions**

SE 2002-01: 309 Parker Court – For a vehicle sales and repair facility (accessory use). The Town Council voted to approve this application at its October 22<sup>nd</sup> meeting.

SE 2002-02: God's Children Learning Center – Located at 101 Davis Avenue, for a commercial childcare center. The Planning Commission public hearing was held August 1<sup>st</sup>. The Planning Commission voted to recommend approval at the October 3<sup>rd</sup> meeting. The application is scheduled for a Town Council preview on October 21<sup>st</sup>, a worksession November 12<sup>th</sup>, and a public hearing November 13<sup>th</sup>.

SE 2002-03: Catoctin Circle First Citizens Bank – The application is for a bank with 4 drive-thru lanes. The Planning Commission worksession took place September 5<sup>th</sup> and the public hearing was held September 19<sup>th</sup>. The Planning Commission voted to recommend approval of the application with conditions. It is scheduled for a Town Council preview at the October 21<sup>st</sup> meeting, a worksession November 12<sup>th</sup>, and a public hearing November 13<sup>th</sup>.

### **Rezoning**

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18<sup>th</sup> and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9<sup>th</sup> and May 23<sup>rd</sup> and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council has not been scheduled.

ASE/Airport Commerce Park – Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. A preview before the Planning Commission was scheduled for September 5, 2002 but the applicant is making revisions and has chosen to postpone this preview until a date yet unknown.

ZM 2002-03 Church of Jesus Christ of Latter Day Saints, Concept Plan and Proffer Amendment:  
Located at the intersection of Battlefield Parkway and Balls Bluff Road, the applicant is seeking to amend the concept plan and proffers to allow for a church (approximately 18,500 square feet in size). A preview before the Planning Commission is tentatively scheduled for November 21<sup>st</sup> and a public hearing is scheduled for December 5<sup>th</sup>.

**ZONING PERMITS ISSUED 02-1409-1483****Zoning Permits Issued Residential**

Stratford 3 SFA @ \$75,000 3 Duplex @ \$80,000  
Potomac Station 5 SFD @ \$105,000  
Edwards Landing 7 SFD @ \$100,000 4 SFA @ \$45,000  
Kincaid Forest 3 SFD @ \$100,000  
Potomac Crossing 1 SFD \$105,000

**Zoning Permits Issued Commercial**

19 West Market St Interior Alterations \$35,000  
1019B Edwards Ferry Road Staples Addition & Interior Fit-up \$417,600

**Occupancy Permits Residential Issued**

Tavistock Farms 3 SFA  
Potomac Crossing 4 SFD  
Potomac Station 8 SFD  
Kincaid Forest 8 SFD 1 SFA  
Edwards Landing 4 SFD 1 SFA

**Occupancy Permits Commercial Issued**

241 Fort Evans Road Suite 425 Leesburg Premium Outlets

**WATER & SEWER ADMINISTRATION**

During this time frame there were 44 Public Facility Permits issued totaling \$458,002.00, 48 work orders issued for meter sets and 52 requests for occupancy inspection were issued.

**Capital Projects Update**

- Sewer System Improvements – Contractor has finished all work on Cardinal Park Drive, Catoctin Circle, Dry Mill Road, Queen Street, Washington Street, Tuscarora Drive and King Street. Church Street portion is nearing completion, leaving Cherry Lane as the final portion for completion.
- Evergreen Mill sewer forcemain construction has been completed within budget and time frame. Residents can now connect to this sewer-line, as they deem necessary.
- During this period, five plans were reviewed for development within the service area. In addition, six requests were processed for water and sewer modeling.
- The tank siting report recommendations have been approved by the Town Council and negotiations for land acquisitions have begun.
- A total of six proposals were received for the engineering services related to the expansion of the Water Plant from 10mgd to 15mgd. Four firms were interviewed and a decision is expected soon.

- Awaiting the final cost proposal from the engineer for services related to the design of the Woodlea Manor mini-pressure zone.

**WATER SUPPLY DIVISION**

**Virginia Department of Health (VDH) Inspection**

The VDH performed an annual inspection of the well system, storage tanks and Booster Stations on 10/23/02. No discrepancies were noted.

**UTILITY LINES DIVISION**

**Training**

Held fire safety training at shop (Book #10)

**Routine items**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging
- prepare lids for meter change out program

**Summary Programs**

Responded to 704 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of November 8, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<b>Econ Dev</b>	1	Admin Associate II	3/9/01	√	√	<u>On hold</u>			
<b>Eng &amp; PW</b>	1	Maintenance Worker I	4/4/02	√	√	√	√		
	1	Maintenance Worker I	10/22/02						
	1	Maintenance Worker I	10/31/02						
	1	Maintenance Worker II	6/20/02	√	√	√			
	1	Senior Engineer	7/1/02	√	√				
<b>P&amp;Z</b>	2	Senior Planner	7/1/02	√	√	<u>On hold</u>			
	2	Planner	7/1/02	√	√	<u>On hold</u>			
<b>Police</b>	5	Police Officer	7/1/02	√	√	√	√		
	1	Police Officer	8/9/02	√	√				
	1	Police Officer	9/13/02	√	√				
<b>Util Admin</b>	1	Senior Engineer	7/1/02	<u>On hold</u>					
<b>Util Lines</b>	1	Inspector	7/30/02	√	√	√	√		
	1	Infiltration/Inflow Tech	7/31/02	√	√	√	√	√	√
<b>Water</b>	1	Utility Operator	10/1/02	√	√	√	√	√	
<b>Wastewater</b>	1	Sr Operator	7/1/02	√	√	√	√	√	
<b><u>TOTAL</u></b>	22								

R.S. Noe